

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	AUTHORITY and REFERENCES:
CHAPTER: Health and Safety Services		AUTHORITY:
SUBJECT: Emergency Plans for Central Office		KRS 15A.065
POLICY NUMBER: 424.1		
TOTAL PAGES: 3		
EFFECTIVE DATE: 4/4/2014		
APPROVAL: A. Hasan Davis		, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) Central Office shall develop an Emergency Plan delineating procedures to cover situations including: fire, escapes, chemical spills, natural disasters, medical emergencies, riot control, toxic spills, bomb threats, hostage situations, notification of death and other emergency situations.

II. APPLICABILITY

This policy shall apply to the DJJ Central Office.

III. DEFINITIONS

Reference DJJPP 400.

IV. PROCEDURES

- A. The DJJ Central Office shall have a written Emergency Plan. The plan shall include at least the following:
 1. Provisions for emergency equipment and supplies shall include:
 - a. Access to building and room floor plans.
 - b. Fire Extinguishers that are kept in fully charged and operable condition. Every extinguisher shall have a current valid inspection tag securely attached showing last maintenance or recharge date.
 - c. A fire alarm system including all heat and smoke detectors and a sprinkler system that is inspected by a qualified outside vendor per federal, state, or local regulations. A designated Construction and Real Properties (CaRP) staff member shall maintain copies of these inspections.
 - d. A communications system within the Central Office (CO) and community based services, if conventional means of communications are disrupted.
 - e. Emergency lighting and power sources that are inspected weekly and load tested at least once per quarter by the physical plant personnel to ensure the provision of essential lights, or power during an emergency.

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Documentation of these tests shall be submitted to the designated CaRP staff member.

- f. Exit signs and directional arrows for traffic flow.
2. Evacuation plans shall be conspicuously posted in all areas where visitors and staff routinely congregate.
 - a. Evacuation plans shall include the following items:
 - i. Primary and secondary routes of escape shall be noted with each type of route clearly marked; and
 - ii. Locations of fire alarm pull stations, fire extinguishers, and first aid kits with each item clearly marked so that it is easy to differentiate between the items.
 - b. A designated CaRP staff member shall ensure the emergency evacuation plans have been approved by an independent, outside inspector trained in the application of National Fire Safety Codes.
 - c. If any changes or modifications occur in any evacuation routes because of new construction, renovations, or modifications of the facility, the revised evacuation plan shall be approved by an independent, outside inspector trained in the application of national fire safety codes.
3. Delegation of authority during an emergency situation. The highest ranking staff member on duty shall have absolute and total authority for decisions made affecting the Central Office, the emergency, and security of the premises. Notice to the Commissioner shall be immediate upon completing evacuation of all staff and visitors.
4. Procedures for notification to law enforcement and emergency medical personnel.
5. Conduct of fire, earthquake, and tornado drills. Documentation of all drills including the scenario (including elapsed time to complete the evacuation), staff response, identified problems, and a corrective action plan shall be maintained.
 - a. Fire, tornado, and earthquake drills shall be conducted on the following frequency:
 - i. Fire drills shall be conducted twice per year.
 - ii. A tornado drill shall be conducted once per year in the month of March.
 - iii. An earthquake drill shall be conducted once per year.
 - b. Procedures for a head count of all staff and visitors. Staff and visitors shall be evacuated to a pre-designated safe area where a count will be conducted as soon as possible following evacuation. Any staff or visitor not accounted for shall be reported immediately to the staff in charge. All staff and visitors shall remain in the pre-designated safe area until directed otherwise by the staff person conducting the drill or

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by the local fire department personnel in the event of an actual emergency.

6. Provision for medical care and emergency transportation for injured staff and visitors shall include:
 - a. Location and contents of first aid kits.
 - b. On-site first aid and crisis intervention;
 - c. Use of a designated hospital emergency room or other appropriate health facility.
 - d. Use of an emergency medical vehicle.
 - e. Training of employees to respond to health-related situations within a four-minute response time.
7. Procedures for work stoppages that shall include the continued operation of the Central Office.
8. Provision for the immediate notification of an employee's family or designated contact in case of death.
9. Procedures for hostage situations.
10. Procedures for instances of juvenile escape from a facility (reference DDJPP Chapter 3(AWOL and Escape)).
11. Procedures for Central Office staff roles during a facility riot.
12. Procedures for instances of chemical spills and other catastrophic situations.
- B. The Commissioner or his designee shall ensure that all personnel are trained in the implementation of the Emergency Plan. New staff shall be oriented according to DDJPP Chapter 5 (Training Requirements, Special Staff Groups and Specialized Task Training) The Emergency Plan shall be available for staff review at all times.
- C. The Commissioner or his designee shall ensure that the Emergency Plan is reviewed annually by the designated CaRP staff member and local fire authority, updated as necessary, and issued to the local fire jurisdiction and other responding agencies whenever changes are made, but at least annually.

V. STAFF TRAINING

Staff shall be trained annually on the emergency plan and designated staff shall maintain current CPR and First Aid certification.

VI. MONITORING MECHANISM

The Quality Assurance Branch shall monitor annually.